



State of Utah
Department of Public Safety
RENEWAL APPLICATION FOR BAIL ENFORCEMENT
LICENSE INSTRUCTIONS

WHEN TO APPLY FOR RENEWAL APPLICATION PROCESSING

All bail bond recovery licensees are required to renew their license every two years.

WHERE TO APPLY

Bureau of Criminal Identification
3888 W 5400 S
Box 148280
Salt Lake City, UT 84114-8280

HOW TO APPLY

Complete the attached renewal application by typing or clearly printing in ink. Attach all documentation required as outlined in the instructions. Every renewal application must be signed and notarized prior to being submitted.

COST TO RENEW

● Renewal Fees

Bail Enforcement Agent	\$150.00
Bail Recovery Agent	\$100.00
Bail Recovery Apprentice	\$100.00

The Bureau will accept cash, check, money orders or credit cards made payable to the "Utah Bureau of Criminal Identification".

DO NOT SEND CASH IN THE MAIL

WHAT MUST ACCOMPANY THE APPLICATION

● **PHOTO:** One recent color photo of passport quality, measuring 2"X2".

● **TRAINING:**

Every renewal applicant will be required to complete eight hours of continuing training. An approved course of training can be obtained through the Salt Lake Community College. The training requirement may also be satisfied by attending training from any other source, provided the training is related to bail bond recovery and meets the approval of the Bureau of Criminal Identification. **A copy of your training certificate must accompany this application.**

APPLICATION PROCESSING

- A complete background check will be conducted and if there is no criminal record your renewed license will be sent to you immediately.

Applications will be accepted from 8:00 a.m. until 5:00 p.m. at the Bureau office. You may also apply by mail.

WARNING

Falsification of any information in the application may result in denial or revocation of a license and possible criminal prosecution.



State of Utah
Department of Public Safety
**RENEWAL APPLICATION FOR
BAIL BOND RECOVERY LICENSE**
WHEN FILLING OUT THIS APPLICATION TYPE OR PRINT IN INK.

Your application will *not* be processed unless this form is completely filled out, notarized, and all applicable questions answered. Enclose the appropriate fee in the form of cash, check, money order, or credit card made payable to "Utah Bureau of Criminal Identification". Cash will be accepted if your application is submitted in person. **FEES ARE NON-REFUNDABLE. DO NOT SEND CASH IN MAIL.**

☐ Recovery Apprentice or Recovery Agent- \$100

☐ Bail Enforcement Agent - \$150

NAME _____ LIC # _____
(LAST) (FIRST) (MIDDLE)

DATE OF BIRTH _____ SOCIAL SECURITY NUMBER _____

ADDRESS _____
(STREET) (CITY) (COUNTY) (STATE) (ZIP)

HOME PHONE _____ WORK PHONE _____ DRIVERS LIC _____ STATE _____

HEIGHT _____ WEIGHT _____ EYE COLOR _____ HAIR COLOR _____ SEX _____ RACE _____

Please answer "Yes" or "No" to all the questions below. A complete criminal background check will be conducted. If you answer "Yes" to any question, attach documentation explaining your answer.

- ___ Yes ___ No Have you ever been convicted of a felony?
___ Yes ___ No Have you ever been convicted of any act involving illegally using, carrying or possessing a dangerous weapon?
___ Yes ___ No Have you ever been convicted of any act of violence or an act involving the threatened use of violence?
___ Yes ___ No Have you ever been convicted of any act constituting dishonesty or fraud?
___ Yes ___ No Have you ever been convicted of any offense involving moral turpitude? (i.e. theft, shoplifting, sex crimes, etc.)
___ Yes ___ No Have you ever been convicted of impersonating a peace officer?
___ Yes ___ No Are you currently on probation, parole, community supervision, or named in an arrest warrant?
___ Yes ___ No Are you currently employed as a peace officer or correctional officer either full or part time?
___ Yes ___ No Have you ever been licensed in another state or jurisdiction to conduct bail enforcement work?
___ Yes ___ No If previously licensed, was disciplinary action ever taken against your license?

Please read and sign the statement below. Your signature must be notarized to complete this form

I, _____, hereby certify that the statements contained herein are true and correct to the best of my knowledge. I understand that if I knowingly make any false statements herein, I am subject to the penalties prescribed by law. I do hereby authorize the release of any and all information in the possession of any individual, law enforcement agency, firm, partnership, and public or private corporation, necessary to determine the validity and appropriateness of my application. In so doing, I release, exonerate, and hold harmless, any such individual, law enforcement agency, firm, partnership, public or private corporation, the Utah Department of Public Safety, and the State of Utah, from any claim or cause of action which may or could result from the release of this information.

Signature _____ Date _____

Subscribed and sworn to this _____ day of _____ 20_____

Notary Public

METHOD OF PAYMENT (CHECK APPROPRIATE BOX) ☐ Payment enclosed (check or money order only) ☐ Credit Card
Credit Card payment must include 3 digit control number found on the back of the credit card. There is a \$20.00 service charge for any returned check.

Credit Card Orders:

* Visa *MasterCard

Card Number

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3 digit control #

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Expiration Date

--	--	--	--

Signature _____

Phone Number _____